



September 21, 2006

**United States
Department of
Agriculture**

Farm and Foreign
Agricultural
Services

Foreign
Agricultural
Service

1400 Independence
Ave, SW
Stop 1025
Washington, DC
20250-1025

SUBJECT: End of Marketing Year Reports for Soybean Cake & Meal,
Soybean Oil, Cottonseed Cake & Meal, Cottonseed Oil, and
Sunflowerseed Oil

The 2005/2006 marketing year for soybean cake & meal (901), soybean oil (902), cottonseed cake & meal (1202), cottonseed oil (1203), and sunflowerseed oil (1110) ends on September 30, 2006. This does not coincide with the ending date of the reporting week (Friday, September 29 through Thursday, October 5, 2006). The following guidelines are provided to assure that all reporting firms uniformly report from the current marketing year to the 2006/2007 marketing year. ****PLEASE DO NOT ENTER OUTSTANDING BALANCES IN ITEM 050 AS A CANCELLATION!****

For Final 2005/2006 Marketing Year(September 29- 30)

1. From the "ESR Main Menu Selection", make your selection (FAS-97e, FAS-98e, or FAS-100e) from the "**Marketing Year Changeover Process**" (Second point down from top). (See below)

ESR Main Menu Selection

PLEASE NOTE: THIS IS A TWO STEP PROCESS - CLOSING OUT OF THE CURRENT YEAR, THEN PROCESSING YOUR REGULAR WEEKLY REPORT.

Select FAS-98e - **Marketing Year Changeover Final** - Report of Export Sales and Exports for 2005/06. (See below)

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- o FAS-97e Marketing Year Changeover Final - Report of Optional Origin Sales
 - o **FAS-98e Marketing Year Changeover Final - Report of Export Sales and Exports**
 - o FAS-100e Marketing Year Changeover Final - Report of Exports for Exporter's Own Account
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3. Enter all transactions (sales and exports) through Saturday, September 30.

4. DO NOT CANCEL OUTSTANDING BALANCES (Item 80), you will transfer this later when you enter new sales for 2006/2007.

5. Repeat for all commodities and countries for 2005/2006, NOW go to 2006/2007.

For 2006/2007 Marketing Year (October 1-5).

1. Return to the "ESR Main Menu Selection".
2. Select FAS-98e Report of Export Sales and Exports (See below).
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ESR Main Menu Selection

- Select one of the following options to submit a specific weekly report:
 - FAS-97e Report of Optional Origin Sales
 - **FAS-98e Report of Export Sales and Exports**
 - FAS-100e Report of Exports for Exporter's Own Account

3. Enter the data as usual, **BUT...**

4. In Block 4, enter an "**N**" for marketing year final and a "**2**" for the marketing year.

5. IMPORTANT In Item 020, combine all outstanding balances (ITEM 80 of 2005/2006) with any new sales made for the 2006/2007 marketing year (October 1-5).

6. Item 060 report any new export activity for the 2006/2007 marketing year that has occurred for October 1-5.

7. Complete all 2006/2007, and exit as usual.

If you have any questions concerning reporting, please call Shavon, Valerie, Vivian or Tim on (202) 720-9209.

Note: On next week's report, you will revert back to the normal procedure by entering a "1" in Block 4 for the current year 2006/2007.

Tim Rocke

Tim Rocke
Program Manager
Export Sales Reporting